

# DAILY PLANET

ALL THE NEWS THAT FITS

Tuesday, Dec. 21

1999

## **'Essentials of Biology' class Jan. 12-13 at Marshall**

**"E**ssentials of Biology" is being taught in two parts Jan. 12-13 in Morris Auditorium. Part I will be taught twice on Jan. 12; Part II will be taught twice on Jan. 13. Class times both days are 8:30 a.m.-noon and 1-4:30 p.m. Marshall employees and contractors are encouraged to attend. The course provides an increased understanding of biology's role in tomorrow's world.

**For inclement  
weather closure  
instructions,  
call 544-HELP,  
Option 5**

## **NASA Exchange, Bldg. 4752, will be closed Christmas and New Year's Day**

## **Effective communications class Jan. 10-11, Jan. 12-13**

**T**wo workshops on "Simple Strategies for Effective Written and Oral Communications" will be held from 8 a.m.-4 p.m. in Bldg. 4200, room P106. The first workshop is Jan. 10-11; the second is Jan. 12-13. Civil Service employees may enroll via AdminSTAR no later than Jan. 7. For more information, call Chrissa Hall at 544-5468 or Sherry McKellar at 961-0012.

## **Engineering Systems Dept. retirement party to be Jan. 12**

**T**he Engineering Systems Department will hold a retirement party at 9:30 a.m. Jan. 12 in Bldg. 4203, room 1201. Honorees are Gabriel R. Wallace, Glen D. Ritter, Robert G. Zagrodzky, James R. Bishop and Sandra G. Henderson.

**Smoke Stoppers  
orientation,  
1-2 p.m., Jan. 11,  
Bldg. 4752**